

SITE PLAN CHECKLIST

For a complete list of items required on a site plan please refer to Article VII of the Zoning Ordinance. This list is a general information guide and is not all inclusive of the items required in Article VII of the Zoning Ordinance.

FINAL SITE PLAN TITLE SHEET

This sheet must include a title block, vicinity map and map scale, zoning, total site acreage, index and number of sheets and seal and signature (on each sheet) by a Virginia registered professional engineer, land surveyor, landscape architect or architect responsible for its preparation. A blank space four (4) inches by six (6) inches in the lower right-hand corner must be reserved for the use of the City.

GENERAL INFORMATION NEEDED

Six complete sets of folded plans, authorization form, application fee, boundary survey, topography information, north arrow, dimensions in feet and decimal fractions of a foot, a site plan prepared to an engineer's scale, building restrictions lines and required setbacks, and development phasing plan if proposed.

EXISTING FEATURES

Include information on existing buildings and structures, all existing streets, utilities, easements and watercourses. Include existing natural land features, trees, water features and all proposed changes to these features. Gross acreages of the environmental land units and other features shall be graphically identified for every property subject to this Article and shall be computed to the nearest 0.1 acre. Archeological sites and the location, type, size and height of all existing signage must be indicated on the site plan.

PROPOSED FEATURES

The location and use of all proposed building and structures and their distances from property lines and each other must be shown on the site plan. Proposed building(s) height and square footage, rights of way including the name and width, proposed streets, utilities and easements including their names and widths, proposed finished grading by contours, proposed signage, mailbox stations, method of garbage collection and screening, and retaining walls. Written schedule or data to demonstrate that the site can accommodate the proposed use and sufficient information to show how the physical improvements associated with the proposed development are compatible with existing or proposed development of record on adjacent properties.

LANDSCAPE PLAN

Plant specifications and installation details, limits of grading and site disturbing activities, delineation of required setbacks, acreage and location of proposed landscape buffer areas. Accurate location, botanical names, size of all existing and proposed landscape materials on the site. Any landscape material to be removed must clearly be shown. The location, size, botanical name and canopy dimensions of all existing and proposed trees on the site.

EROSION AND SEDIMENTATION CONTROL

Indicate the acreage of disturbed area and proposed erosion control devices and their location. Provisions for the adequate control of erosion and sedimentation indicating the proposed temporary and permanent control practices and measures that will be implemented during all phases of clearing and grading and construction as required by the City and Virginia Erosion and Sediment Control Regulations must be indicated on the site plan.

STREETS/PARKING

Location of all off-street parking and loading spaces, handicapped spaces, related driveways, existing and proposed vehicular access for the site, entrance types, sidewalks and walkways, sizes and angle of parking bays and width of aisles and a specific schedule showing the number of parking spaces provided and the number required by the Zoning Ordinance. Typical roadway and parking area pavement cross sections, and design support calculations. Pavement type as required by the Zoning Ordinance. Location of street signs, fire lanes, site distances both horizontal and vertical at all proposed entrances and entrance grades in percent noted. Plans and profiles for all street improvements in public rights-of-way. The design, location, height, type of fixture, wattage and type of illumination proposed (i.e. high pressure sodium, metal halide etc.). An illumination plan indicating the footcandles and methods to eliminate the glare onto adjoining properties must be included with the site plan.

DRAINAGE

Plans in accordance with the adopted stormwater management standards for the City. Plans of contributing drainage area and the computed limits of the 100-year floodplain, with drainage cross sections and water surface elevations plotted on profile of the pre- and post-development conditions when required by the Director of Public Works. Plans and profiles detailing the provision for the adequate disposition of natural and storm water in accordance with the City design and construction standards, indicating the location and size, type and grade of ditches, catch basins, inlet pipes, and connections to existing drainage systems; verification of receiving line or channel adequacy; Best Management Practices (BMP) water quality facilities; and on-site stormwater retention where deemed appropriate and necessary by the Director of Public Works. Calculations for drainage and stormwater management, floodplain studies, 100-year floodplain limits, drainage divides and area management ponds, 2, 10 and 100 year elevations shown for stormwater management ponds.

UTILITIES

Plans in accordance with adopted water and sewerage facilities plan for the City. Plans and profiles for all existing and proposed public utilities, including elevations computed to the nearest one hundredth of a foot at 50 horizontal station intervals and at other locations of geometric importance. Location of all sanitary sewer lines and water lines verifying supply and receiving line adequacy and showing all pipe sizes, types and grades. Location of all existing and proposed fire hydrants, and calculations verifying adequacy of fire flow when required by the Director of Public Works and Utilities or the Fire Chief.